

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday August 3, 2021

Chairperson Wastlund called the meeting to order at 6:45 P.M. The meeting was held in the Community Room, Donahue Terrace Apartments, 227 First Ave., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Koehler(6:47)
Absent: None
Also: Bobholz, Kierzek
Staff: Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda as presented
Fordham (1); Wastlund (2)
Aye: All via voice vote

4. Approval of Minutes – July 6, 2021

A motion was made to approve the Minutes as presented
Fordham (1); Wastlund (2)
Aye: All via voice vote
Nay: None

5. Public Comment

No one from the public wished to speak.

6. Old Business

None

Mr. Koehler enters meeting at 6:47 pm

7. New Business

A. Consideration and discussion of creating a Unit Turnover Move IN / OUT Policy.

Staff noted that HUD is requesting that the CDA adopt a policy regarding unit turnover and moving a resident in and out of their apartment. This policy will set the timelines for completion of a vacancy and the steps needed to prepare an apartment for a new resident.

After discussion of the policy, the Committee moved to recommend that the full Board adopt the Policy.

Motion:

A motion was made to recommend to the Board that the Unit Turnover Move IN / OUT policy be adopted.

Fordham (1); Koehler (2)
Aye: All via voice vote

B. Consideration and discussion of creating a Work Order Processing Policy

Staff noted that HUD would like the CDA to create and adopt a policy on how it processes a work order. This policy will also set the time for completion of work order. In addition, it will define the priority of each work order and how quickly it needs to be completed.

After discussion of the proposed policy, the Committee moved to recommend that that the full Board adopt the Policy.

Motion:

A motion was made to recommend to the Board the adoption of the Work Order policy.

Koehler (1); Fordham (2)
Aye: All via voice vote

8. Board Member Comments

No Board members wished to make any comments

9. Adjournment

A motion was made to adjourn the meeting at 6:50 P.M.

Koehler (1); Fordham (2)
Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder